



Established 1931

**Theatre Arts Guild
COVID-19 RESPONSE AND RE-ENTRY PLAN
Halifax, Canada**

Adopted OCTOBER 5, 2020

October 5, 2020

ABOUT THIS PLAN

The global COVID-19 pandemic is expected to continue for many months, and health-related restrictions on where and how we work and play shall be part of our future. However, given the current novel coronavirus (“virus”) case numbers and transmission rates in the Atlantic Provinces, we have seen provincial plans and guidance which lay out the gradual easing of restrictions, as long as the case numbers remain at a level our healthcare system can manage.

The purpose of TAG’s **COVID-19 Response and Re-Entry Plan (“Plan”)** is to outline the actions required by our Board, members, patrons, contractors/vendors and visitors, to support a safe and gradual re-entry into our physical space, and resumption of community theatre activities. The Plan is intended to conform to relevant public health guidance and [restrictions](#), including those related to our sector¹, and comply with public health directives, including the [Health Protection Act Order](#).

The goals of this Plan are to keep people healthy and safe, and to ensure continuity of TAG as a community theatre by:

- Minimizing the likelihood that the virus shall enter our theatre venue;
- Minimizing the likelihood of transmission of coronavirus as a result of TAG activities and performances; and,
- Maximizing the likelihood of a rapid response, mitigation and contact tracing if needed.

The Plan relies on everyone to exercise good judgment and use best practices both inside and outside the theatre. While the TAG Board of Directors encourages a cooperative approach to compliance with this Plan, any obvious disregard of procedures or public health guidance that could compromise health and safety shall be subject to corrective action, including a person being asked to leave the premises.

This Plan is a living document and shall be reviewed and updated from time to time based on changing context, public health directives, new information and feedback from our membership, patrons and other interested parties. A change control list shall be added to the document to reflect future changes, and the updated Plan communicated.

It should not be assumed that this Plan is applicable to our operations permanently. Rather, the Plan shall be in effect until formally revoked by the Board.

Any questions regarding the Plan should be directed to Esther VanGorder.

**Approved and adopted by Theatre Arts Guild Board of Directors
October 5, 2020**

¹ Particularly, *Communities, Culture and Heritage guides: [COVID-19 Prevention Guide for event organizers, theatres and performance venues](#) and [COVID-19 Stakeholder Guidance Document](#).*

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COVID-19 RESPONSE COMMITTEE

The following are members of TAG's COVID-19 Response Committee:

- Esther VanGorder (Chair)
- Lorne Abramson (Building Manager)
- Joshua Law (Bar Manager)
- Brenda Tyedmers
- Nick Jupp
- James Boyer
- Cheryl Theriault
- Eileen Woolley (Volunteer Coordinator)

The overall purpose of the Committee, with the assistance of others as appropriate, is to facilitate TAG's resumption of community theatre activities in a safe and healthy manner. Specifically, the Committee's role is to:

- Become familiar with applicable guidance and requirements related to COVID-19;
- Assess the physical space and theatre activities, to identify hazards and conditions that may result in entry or transmission of the virus;
- Identify appropriate controls to address such hazards;
- Summarize the recommended controls in this Plan;
- Present the Plan to the Board for review; and,
- As individual TAG members, assist where appropriate with the communication and implementation of the Plan.

Once the Plan is adopted, the Committee shall be dissolved by the Board, and the Board shall convene a COVID-19 Response Implementation Committee.

HAZARD ASSESSMENT AND CONTROLS

During July and August 2020, members of the COVID-19 Response Committee conducted a detailed assessment of TAG's spaces and activities as a community theatre, to identify hazards and specify appropriate controls. A table detailing the hazard assessment is provided in Appendix A.

The remainder of this Plan describes the selected controls.

Responsibilities specified in this Plan may be delegated, but accountability remains with the role indicated.

SCREENING & PREVENTING ENTRY OF POTENTIALLY INFECTED PERSONS – “STAY HOME IF YOU MAY HAVE BEEN EXPOSED”

SCREENING CRITERIA AND MESSAGING

- Preventing the entry of potentially infected persons to TAG premises and events is a first line of defense. Effective communication of screening criteria, and promotion of self-screening, is key.
- The content of communications regarding [screening criteria](#), and the potential vulnerability of higher risk populations, shall be consistent with current public health guidance.
- Screening criteria shall be monitored periodically during the pandemic and all relevant communications adjusted accordingly. Digital communications shall provide links to current criteria wherever practical.
- The Board shall be responsible for the creation, approval and updating of screening-related communication and materials.

GENERAL SCREENING COMMUNICATIONS – METHODS AND MEDIA

- Methods and media for communicating screening criteria to the general theatre community, patrons, TAG members and contractors/vendors or visitors, shall include but may not be limited to:
 - TAG’s website
 - TAG’s FaceBook, Twitter and Instagram accounts, and other relevant social media accounts
 - TAG’s email lists (i.e., member, communication, etc.)
 - Production-related promotional communications
 - Prominent signage on the exterior of the theatre entrance
 - Prominent signage at each TAG Volunteer contact tracing sign-in location (Figure 1):
 - TAG Lobby (day to day); moved to TAG Bar (during performances)
 - At Stage door
 - In Construction & Paint room

SCREENING COMMUNICATIONS FOR AUDITIONS, REHEARSALS AND MEETINGS & SIMILAR EVENTS

- Supplementary communications shall include:
 - A reminder message (email or otherwise) outlining the screening criteria sufficiently in advance of the meeting, sent by the meeting owner/convener.
 - Verbal confirmation (i.e., asking individuals to confirm whether they meet the criteria) at the beginning of the meeting, by the meeting owner/convener.

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SCREENING COMMUNICATIONS FOR CONTRACTORS/VENDORS & VISITORS

- Supplementary communications shall include:
 - A standard message (email or otherwise) outlining the screening criteria in advance of the appointment at TAG (and requirement to physically distance wherever possible, and wear a mask at all times), sent by the TAG member responsible for arranging the service or visit.
 - Verbal confirmation (i.e., asking individuals to confirm whether they meet the criteria) at the beginning of the appointment, by the TAG member responsible for arranging the service or visit.
 - TAG members should not hesitate to cancel the meetings and reschedule if criteria are not met.

SCREENING REQUIREMENT

- **All TAG volunteers are expected to self-screen each day before arriving at the theatre, and to stay home if the criteria are not met, or they are otherwise feeling unwell.**

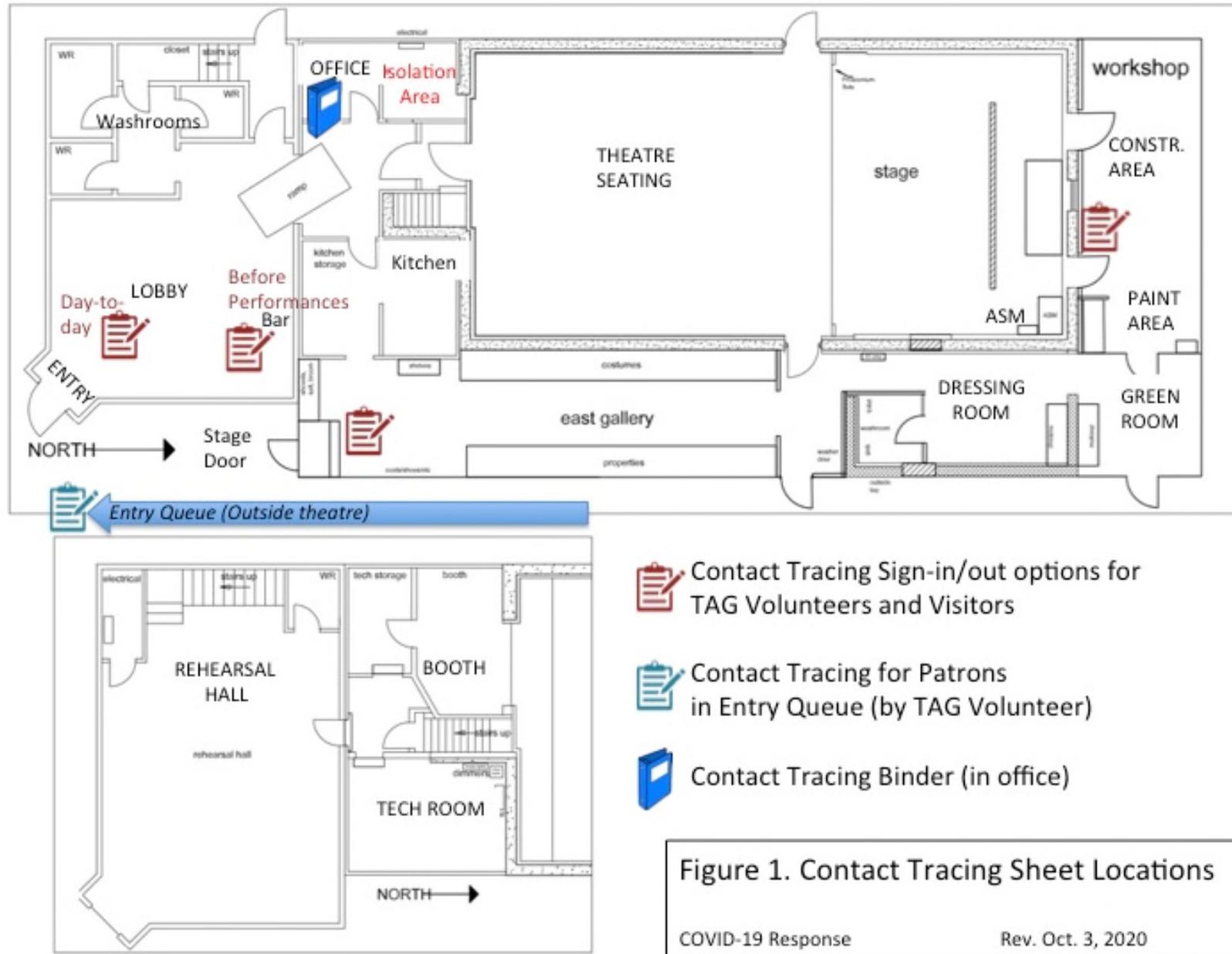


Figure 1. Contact Tracing Sheet Locations

CONTACT TRACING – “SIGN IN EVERY TIME”

PATRONS

- Contact information shall be collected from patrons PRIOR to entry to the theatre seating or seating at outdoor events, while patrons are in the Entry Queue (Figure 1.)
- A designated FOH Volunteer shall ask for and record the contact information on a Patron Contact Tracing sheet (Appendix B).
- Performance name, date and time, and name of FOH Volunteer recording contacts, shall be noted at the top of each Patron Contact Tracing sheet. Information collected from patrons shall include:
 - First and last name, and current phone number of one person in the group/bubble.
 - The number of persons in the group/bubble who are actually at the theatre.
- Personal information collected shall be used only for contact tracing if required by Public Health authorities.
- Patron Contact Tracing sheets shall be collected following each performance and maintained in the Contact Tracing Binder in the TAG office by the FOH Manager or designate.
- Contact tracing sheets shall be retained for 28 days following the performance, and then shredded.

TAG VOLUNTEERS, PRODUCTION TEAMS, CONTRACTORS/VENDORS & VISITORS

- Contact tracing sign-in sheets shall be posted at the following locations (Figure 1):
 - Daily, in the middle of the TAG Lobby, in front of the Lobby entry door; immediately before and during performances, the sign-in shall be at the TAG Bar
 - Inside the Stage door
 - In the Construction room, at the door to the ASM area
- Information collected shall include: First and last name, phone number, date, time of arrival and time of departure (Appendix B)
- **Persons entering the theatre space must sign in and out on one of the Contact tracing sheets.**
- The Building Manager shall be responsible for conducting a periodic check of TAG key fob use, to assess whether additional reinforcement of requirements is warranted.
- Contact tracing sheets shall be routinely collected and maintained in the Contact Tracing Binder in the TAG office by the Building Manager or designate.
- Contact tracing sheets shall be retained for 28 days following the sign-in date, and then shredded.

RESPONDING TO PERSONS DEVELOPING SYMPTOMS WHILE AT TAG – “KINDNESS AND COMPASSION”

TEMPORARY ISOLATION AREA

- The seating area at the **rear of the TAG office** shall serve as a temporary Isolation Area (Figure 1). Hand sanitizer, disinfectant wipes, extra masks and gloves shall be maintained in the isolation area, such that a limited supply is accessible to a person who is isolating.

ASSISTING SYMPTOMATIC PERSON

- In the event that a person (patron, TAG volunteer, production team member, contractor, vendor or visitor) begins to feel unwell or develops COVID-19 symptoms while on TAG premises, they should notify a TAG volunteer:
 - Patron > FOH Volunteer
 - Meeting attendee > Meeting owner/convener
 - Cast or crew > Stage Manager or Assistant Stage Manager
 - Contractor/Vendor or other visitor > TAG Volunteer on-site for appointment
- TAG Volunteer(s) shall provide appropriate support as follows, while keeping their mask on and maintaining physical distance as much as practical from the symptomatic person:
 - Ask the person’s name (if not known).
 - **If they are not wearing a mask, provide one for use (available at Bar).**
 - **If the person appears to require immediate medical attention, call 911.**
 - **If immediate medical attention is not required:**
 - **Ask whether the person: 1) is alone, 2) has a vehicle and 3) feels they are able to drive home safely**
 - If yes to all of the above, politely ask the person to depart the theatre and return home, and encouraged them to complete 811 screening.
 - Record a note “DS”, meaning developed symptoms, on the appropriate Contact Tracing sheet and indicate person’s departure time.
 - **If the person needs: 1) to locate their group (in the theatre), 2) a ride home to be arranged, 3) to wait for a ride, or 4) otherwise cannot leave the premises immediately:**
 - Show the person to the Isolation Area in the Office, while maintaining physical distance.
 - Ask the person to be seated, and to refrain (as much as practical) from touching surfaces.
 - Indicate the availability hand sanitizer, and gloves for their use (if they wish).
 - Assist in locating the person’s group, if relevant, so that they can return home.
 - Assist in arranging a taxi or other suitable ride home, if relevant.
 - Record a note “DS”, meaning developed symptoms, on the appropriate Contact Tracing sheet and indicate the person’s departure time.

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- **As soon as practical (during the above, if possible), the TAG volunteer shall notify:**
 - **the FOH Manager (if a patron develops symptoms)**
 - **the Producer (if production-related, e.g. audition, rehearsal, performance cast/crew)**
 - **the Chair of the COVID-19 Response Implementation Committee (in all cases), who shall communicate the incident to the Board.**
- **As soon as practical following departure of the symptomatic person, the Isolation area shall be disinfected (See Cleaning/Sanitization).**

CONTROL MEASURES TO REINFORCE PHYSICAL DISTANCING – “MIND THE GAP”

PHYSICAL DISTANCING REQUIREMENTS

To prevent spread of the virus, public health directives and sector guidance require that minimum physical distance be maintained as follows:

- 6 feet between patron/audience groups (Bubbles)
- 12 feet between performers and the audience
- 12 feet between individuals who are heavily exerting themselves (e.g., playing music, singing) and all others while performing.

OCTOBER 1, 2020 RESTRICTION UPDATE

The provincial public health restriction update effective [October 1, 2020](#) provides additional flexibility for directors, cast and crew for rehearsals and performances, as follows:

1 October 2020

- Gathering limit increased to 50 people without social distancing for participants in performing arts and sports. Participants in performing arts and sports can gather in groups of up to 50 people without maintaining a physical distance of 2 metres (6 feet) for practices, competitions, games, rehearsals and artistic performances. This includes players, participants, officials, coaches, instructors, performers, directors, cast, crew and anyone who is required to be on or near a field of play or within a performance space.

The limit increase also applies to recreational league sports (like adult hockey) and drop-in activities (like open swims and skates). Unorganized or casual games (like pick-up basketball or soccer in the park) must follow the [gathering limit with social distancing for sports \(spectators and participants\) and unorganized physical activity that are not run by a recognized business or organization](#).

While masks are not required during physical activity, participants in performing arts and sports are encouraged to wear a mask and keep as much [social distancing](#) as possible.

SELECTING PRODUCTIONS

To ensure that physical distancing requirements can be consistently adhered to as much as practical during rehearsals, preparation for productions and performances, the following criteria shall be considered in selecting productions:

- SIZE/AREA OF STAGE REQUIRED
 - Smaller is better to ensure distancing from audience
- SIZE OF CAST
 - Smaller is better to promote distancing onstage, backstage, in dressing rooms and during rehearsals
- COMPLEXITY OF PRODUCTION/STAGING/COSTUMING/SET
 - Simpler is better, to minimize number of crew needed
- LENGTH OF PERFORMANCE
 - Shorter is better, to reduce contact time, and reduce the need for an intermission (and subsequent management of patron flow into the lobby etc.)
- POTENTIAL FOR USE IN OUTDOOR SPACE
 - Consideration should be given to holding limited performances in outdoor spaces, e.g., TAG parking lot, Fleming Park pavilion, etc.
- SINGING/MUSIC
 - Determine patron comfort level and appropriate timing for vocal and musical performances.

DEPLOYING PHYSICAL BARRIERS/GUIDES/CHAIR REMOVAL – STAGE

- To prevent inadvertent or purposeful access to the stage immediately before, after or during a performance, the Barrier Cord (near side exit doors between stage and seating) shall be deployed for each performance.
- To ensure performers stay at least 12 feet from patrons, one or more of the following shall be considered by the Producer, and deployed where practical and necessary:
 - Apply visual markings (e.g., tape or paint) on the stage floor, indicating limits of performance area
 - Deploy a second barrier cord at the 12 foot mark (from audience)
 - Construct a raised platform within the performance area
- If deemed practical and necessary for the performance, portable seating in Row A near the aisle should be removed. **A minimum of 4 seats shall be retained for patrons in wheelchairs or with other accessibility needs.**

LIMITING PATRON OCCUPANCY

- As of September 2020, occupancy limit for theatre seating is 45 patrons (i.e., 50% of seating capacity).
- Figure 2 shows occupancy limits for the various spaces within theatre, including Front of House, when physical distancing of 6 feet is required.
- **For performances and events:** Occupancy and physical distancing requirements for patrons shall be monitored and enforced by the FOH Manager and/or a designate named for each performance.

LIMITING TAG VOLUNTEER OCCUPANCY

- During periods when physical distancing of 6 feet is required, the occupancy limits indicated in Figure 2 shall apply.
 - **Meetings, rehearsals & auditions, contractor/vendor appointments:** Monitoring of room and space occupancy, and reinforcement of physical distancing requirements, shall be the responsibility of the meeting/appointment owner/convener; in the case of rehearsals and auditions, the Stage Manager or named designate.
 - **Where there is no “leader” for a particular activity,** TAG volunteers shall abide by the honour system, and mutually reinforce occupancy limits.
- Restriction updates effective [October 1, 2020](#) provide additional flexibility for directors, cast and crew during rehearsals and performances.

CONTROLLING TICKET SALES AND SEATING SELECTION

- Ticket sales, through Ticket Atlantic, shall be controlled to ensure conformance with the current patron occupancy limit (45 as of September 2020) and current physical distancing requirements.
- TAG shall provide to Ticket Atlantic a plan of available seats for each performance (see Controlling Seating Plan).
- The seating plan for a given performance shall ensure that:
 - no more than 45 seats are available for sale
 - each Bubble of patrons, when seated, shall be at least 6 ft from other Bubbles
 - seated patrons are at least 12 feet from performers
 - the number of seats that can potentially be sold is optimized
- Ticket Atlantic has the capability to prevent situations, e.g., where a 4-seat Bubble is available for purchase, but only a single seat is sold (leaving 3 seats unavailable).
- A “Book as a Bubble – Be Seated as a Bubble” policy shall apply. Similar to restaurant reservations, patrons can book tickets as a Bubble, and be seated with that Bubble. Technically, Bubbles up to 10 persons (or as specified by public health directive at the time of booking) may be seated together.
- TAG will develop a process for requesting seating for larger Bubbles, if none is apparently available on the Ticket Atlantic seating plan.
- If a group or company would like to book a large portion of the theatre, a maximum of 45 seats shall be available. Maximum Bubble size would be 10 persons (e.g., 45 persons could be seated in up to 4x10-person Bubbles and 1x5 person Bubble).

CONTROLLING SEATING PLAN

- **Every second row** of seats is 6'6" apart (from centre seatback to centre seatback).
 - If a large Bubble (e.g., 10 people on Theatre Right or 8 people on Theatre Left) is seated, the patrons in the Bubble can be seated in adjacent rows.
 - Otherwise, generally every second row can be used for patron seating (e.g. Rows A, C, E, G etc.)
- **Within a given row**, seats are 20" from centre seatback to centre seatback.
 - Three (3) seats must be left between Bubbles in a given row, providing a distance of 80" or 6'8" (centre seatback to centre seatback).
- Example row seating configurations for Theatre Left and Theatre Right are shown in Appendix C.
- Rows and/or seats not available for a particular performance shall be clearly designate/marked (e.g., roped off or similar) in such a manner as to ensure physical distancing between Bubbles.
- Proposed seating plans for a given performance or event shall be the responsibility of the Producer, and shall be verified by actually measuring from seatback to seatback.
- FOH Volunteers responsible for seating patrons shall be provided with the seating plan for each performance.

TICKET PRINTING VS. PICKUP

- To minimize the necessity of ticket pick-up at the theatre (and lobby congestion), patrons shall be encouraged to either print their tickets at home, or show an electronic ticket at the door. This shall be communicated to patrons in performance/event marketing.

PATRON ENTRY QUEUING FOR ADMISSION (PARKING LOT) AND ENTRY TO THEATRE

- TAG Volunteers on duty shall be clearly identified (e.g., via mask, nametag, T-shirt etc.), and this shall be clearly communicated to patrons.
- Entry Queue zones for patron Bubbles shall be marked clearly along the curb running the length of the theatre (Figure 3); signage shall be posted. Markings in the Queue shall provide sufficient space to allow for typical patron bubble sizes.
- A decision shall be taken by the Board, based on patron input and other factors, whether each Bubble should denoted in some way, so that TAG FOH volunteers can more easily seat patrons and monitor/reinforce physical distancing requirements. For example:
 - via different colour single-use wrist band (fabric or the like)
 - via stickers
 - or other appropriate method.
- Masks must be worn by patrons once in the Queue zone; signage shall be posted.
- When weather permits, some courtesy seats should be provided in the Queue zone.
- To discourage mingling of Bubbles and encourage distancing, especially in the lobby, each Bubble shall be guided to their seats by FOH volunteers.
- Directional arrows shall be marked as needed to guide traffic flow.
- The lobby and house opening times should be set and advertised such that wait times in queue and in seating are minimized, and the likelihood of mingling in the lobby is minimized. This information shall be included in patron communication.

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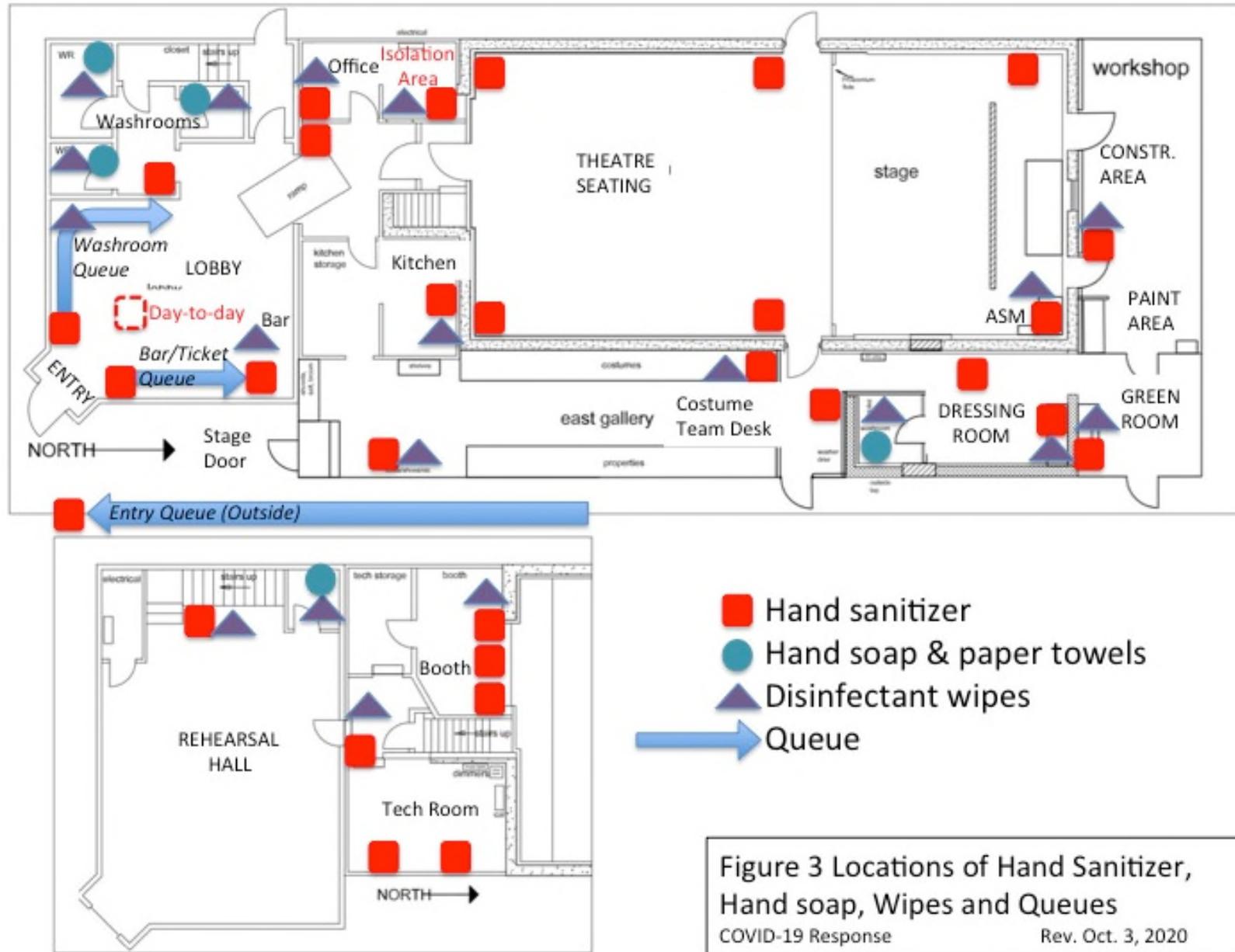


Figure 3. Locations of Hand Sanitizer, Hand soap, Wipes and Queues

TICKET PICKUP/BAR QUEUING AT LOBBY BAR

- Tickets may be picked up, and beverages and snacks served, at the bar.
- One TAG volunteer shall be permitted behind the bar, and shall wear a non-medical mask and disposable gloves at all times while serving patrons.
- A plexiglass barrier shall be installed over the bar (Figure 2).
- A clear BAR/TICKET PICK-UP queue (Figure 3) shall be established in the lobby (right-hand side when entering), to ensure physical distancing, and shall be indicated by barriers, signage and/or “footprints”.
- One person per Bubble shall be permitted in the queue, and must queue as individuals; patrons should either return to their seat or to the outside queue after bar purchase or ticket pickup (i.e., no mingling in lobby).
- Queuing shall be guided as necessary by a TAG Volunteer.
- Note that consumption of beverages (not snacks) will be permitted in the theatre.

PATRON USE OF FOH WASHROOMS

- A clear WASHROOM queue (Figure 3) shall be established in the lobby (left-hand side when entering), to ensure physical distancing, and shall be indicated by barriers, signage and “footprints”.
- Patrons must queue as individuals (not groups), and either return to their seat or to the queue outside after washroom use (i.e., no mingling in lobby).
- Queuing shall be guided as necessary by a TAG Volunteer

INTERMISSION

- The feasibility of having intermissions, and ensuring ability to maintain physical distancing, shall be determined.
- Any intermission guidance shall be communicated at the top of each show/event.

EXITING THEATRE - PATRONS

- Patrons shall be guided to appropriate exits by TAG Volunteers.
- Patrons shall be asked to exit row by row to facilitate distancing.
- The emergency exits can be used as needed for patron exits.
- **In the event of an emergency (e.g., fire), patrons will not need to physically distance.**
- Exit guidance shall be communicated at the top of each show/event.

STAIRWAYS

- To prevent congestion and facilitate distancing, stairways shall be one-way as follows:
 - One way UP to booth (“old stairs”)
 - One way DOWN from rehearsal hall to lobby
- Signage shall be posted to reinforce 1) direction and 2) physical distancing.

BOOTH

- Adjustable/moveable plexiglass dividers shall be placed between non-bubbled individuals in the booth (Figure 2).

INCREASING VENTILATION – “LET THE AIR IN”

The Board shall add theatre ventilation as an item on the current Monthly Safety Check.

Any issues that negatively affect theatre ventilation shall be addressed as a high priority. Signage shall be posted in each area to reinforce the importance of ventilation.

LOBBY

- Whenever weather permits, lobby windows shall be opened.
- If feasible and appropriate from a security perspective, the front door may be propped open. In colder weather, the Lobby entry heater may be deployed.

THEATRE SEATING/STAGE

- Both roof ventilation fans shall be operated when the stage or audience seating are actively being used. Specifically, both fans shall be operated:
 - during performances;
 - while TAG volunteers are in the seating, or stage area or backstage for rehearsals, production activities, and the like; and,
 - whenever practical, when theatre maintenance activities are being completed (by TAG volunteers or others).
- The ventilation settings shall be adjusted to reflect occupancy and weather conditions.

DRESSING ROOM/WASHROOM

- The dressing room and washroom fans shall be operated whenever either the dressing room or green room is occupied, including during performances.

CONSTRUCTION & PAINT ROOM / WASHING MACHINE AREA / KITCHEN

- When the above areas are occupied, the relevant fan shall be operated.

WASHROOMS AT FRONT OF HOUSE

- The washroom fan at FOH shall be operated whenever the theatre is occupied.

BOOTH

- Preliminary planning has begun to enhance booth ventilation in the medium to longer term.
- In the meantime, the following temporary measures shall be applied collectively to enhance ventilation of the booth whenever it is actively being used:
 - The booth door shall remain open at all times
 - An operating fan (in a location that does not pose a tripping hazard) shall be positioned in or near the open booth doorway, **pointing outward** (to draw air from the booth)
 - The door to the rehearsal hall shall remain open
 - Whenever weather permits, the rehearsal hall windows shall be opened

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REHEARSAL HALL

- When the rehearsal hall is being used:
 - The lobby door leading to the rehearsal hall stairs shall remain open
 - The rehearsal hall door shall remain open
 - Whenever weather permits, the rehearsal hall windows shall be opened

INCREASING VENTILATION - RESPONSIBILITY

- Responsibility for effective ventilation of TAG's premises is shared amongst those parties occupying the theatre at any one time, as follows:
 - TAG Building Manager (general operation)
 - Stage Manager or a designate (during auditions, rehearsals and productions)
 - Front of House Manager (lobby area during productions)
 - Meeting owners/conveners (on-site meetings)
 - TAG volunteers (when using TAG spaces)
- **As a rule: *"If you are in the space, or in charge of activities in the space, ventilate it"***

HAND AND RESPIRATORY HYGIENE

RESPIRATORY HYGIENE

- Signage shall be posted at numerous locations throughout the theatre to reinforce the importance of good respiratory hygiene (based on public health guidance).

HAND HYGIENE

- Hand sanitizer stations shall be located as indicated in Figure 3.
- Signage shall be posted at numerous locations (Appendix D) throughout the theatre to reinforce effective hand washing (all washrooms) and hand sanitizing (sanitizer locations).

ENHANCING THEATRE CLEANING – “IF YOU TOUCH IT, WIPE IT”

SUPPLIES

- The Building Manager shall be responsible for procurement, placement and replenishment of the supply inventory, as follows:
 - A sufficient supply of hand soap, hand sanitizer, disinfecting wipes and/or sprays, paper towels and tissues.
 - A small supply of disposable masks (for use if a volunteer or patron forgets their mask) at the Bar.
 - Disposable gloves for use at the bar and stocking in the Isolation area (in office).
- Where practical and if available, automatic no-touch dispensers shall be installed and used for soap, sanitizer and paper towels.
- A minimum 30-day supply should be maintained in inventory.
- Supplies shall be placed at locations listed in Appendix D and shown in Figure 3
- Signage shall be posted to reinforce the location and use of supplies.
- The FOH Manager shall be responsible for replenishment of supplies at front of house for performances.

CLEANING/SANITIZATION REQUIREMENTS AND SCHEDULE

- To minimize the likelihood of virus transmission from surfaces, the following cleaning/sanitization program shall be completed. To promote use, disinfecting wipes shall be placed at the locations shown in Figure 3.
- Responsibilities may be delegated but accountability remains with the assigned role.
- The Building Manager (between performances) and FOH Manager (immediately before, during and after performances) are responsible for monitoring that scheduled cleaning has been completed and recorded.

| AREA | REQUIREMENTS | TIMING/ FREQUENCY | RESPONSIBILITY |
|--|---|---|--|
| ALL AREAS including those below | <ul style="list-style-type: none"> • Miscellaneous surfaces: <i>"If you touch it, wipe it"</i> | <ul style="list-style-type: none"> • At time of use | <ul style="list-style-type: none"> • All TAG Volunteers |
| OFFICE - ISOLATION AREA | <ul style="list-style-type: none"> • Sanitize surfaces in isolation area if accessed by unwell/symptomatic person • Record on roster | <ul style="list-style-type: none"> • Immediately after use by unwell/symptomatic person | <ul style="list-style-type: none"> • TAG Volunteer who guided isolation of unwell/symptomatic person; FOH Manager if during performance |
| LOBBY, KITCHEN, AND STAIRWELLS | <ul style="list-style-type: none"> • Sanitize high-touch areas, including bar, counter surfaces, light switches, door handles, garbage/recycling cans and stair rails and ramp rails • Record on roster | <ul style="list-style-type: none"> • Twice weekly | <ul style="list-style-type: none"> • TAG Volunteers (assigned by Building Manager) |
| | | <ul style="list-style-type: none"> • Within 2 hours before performance begins; during (if intermission); and after performance | <ul style="list-style-type: none"> • FOH Manager or designated TAG Volunteer |
| FOH WASHROOM | <ul style="list-style-type: none"> • In addition to routine cleaning, sanitize high-touch areas including door handles, light switches, faucets and taps, and toilet handle • Record on roster | <ul style="list-style-type: none"> • Twice weekly | <ul style="list-style-type: none"> • Designated TAG Volunteers |
| | | <ul style="list-style-type: none"> • Within 2 hours before performance begins; during (if intermission); and after performance | <ul style="list-style-type: none"> • FOH Manager or designated TAG Volunteer |

| AREA | REQUIREMENTS | TIMING/ FREQUENCY | RESPONSIBILITY |
|---|--|---|--|
| THEATRE SEATING | <ul style="list-style-type: none"> • High-touch surfaces including light switches, stair rails, seat arms and top of seatback, door handles/crashbars | <ul style="list-style-type: none"> • Within 6 hours before, and immediately after performances and/or events | <ul style="list-style-type: none"> • Designated TAG Volunteers |
| BACKSTAGE AREA (DURING PRODUCTIONS) | <ul style="list-style-type: none"> • ASM Area, Props, Production-specific – to be identified by Stage Manager • Green room and dressing room counters • Washroom in dressing area | <ul style="list-style-type: none"> • Timing and frequency of routine cleaning to be determined based on production | <ul style="list-style-type: none"> • Designated by Stage Manager |
| COSTUMES | <ul style="list-style-type: none"> • Cleaning – production-specific | <ul style="list-style-type: none"> • Timing and frequency of routine cleaning to be determined based on production | <ul style="list-style-type: none"> • Costume Team and Cast |
| <ul style="list-style-type: none"> • CONSTRUCTION & PAINT ROOM • SET CONSTRUCTION • SET PAINTING & DRESSING • LIGHT HANGS • WORKSHOPS etc. • BUILDING MAINTENANCE | <ul style="list-style-type: none"> • Handles/controls of power tools, hand tools, etc. • High-touch areas such as light switches, door handles etc. | <ul style="list-style-type: none"> • Before and after use | <ul style="list-style-type: none"> • TAG Volunteer using tools; TAG Volunteer using space |

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| AREA | REQUIREMENTS | TIMING/ FREQUENCY | RESPONSIBILITY |
|--------------|--|--|--|
| BOOTH | <ul style="list-style-type: none">• Computers, controls, battery packs etc.• High-touch areas such as light switches, door handles etc.• <i>Headsets shall be assigned to users (and so labeled) for duration of productions</i> | <ul style="list-style-type: none">• Before and after use | <ul style="list-style-type: none">• TAG Volunteer(s) using space |

PERSONAL PROTECTIVE EQUIPMENT – “I PROTECT YOU, YOU PROTECT ME”

MASKS USE - PATRONS

- Per current public health directives, **in addition to physically distancing**, patrons shall be required to don and properly wear non-medical masks while queuing (e.g., in the parking lot), while entering and at all times in the theatre, except while actively eating or drinking.
- If a patron indicates they have a medical reason for not wearing a mask (including severe anxiety), this shall be respected by and communicated amongst Front of House Volunteers.
- Signage shall be posted throughout the theatre to reinforce mask use (Appendix D).
- A small supply of disposable non-medical masks shall be maintained at the bar, and provided to patrons upon request, for a nominal fee (\$1; limit 1 per patron)

MASK USE – TAG VOLUNTEERS

- **Director, cast and crew during rehearsals and performances:** Per October 1, 2020 update to restrictions, physical distancing and mask use is strongly encouraged whenever not actively performing. The Stage Manager shall be responsible for promoting mask use during rehearsals and performances.
- **All other TAG Volunteer roles:** Non-medical masks shall be worn when 6 ft physical distance cannot be consistently maintained. Regardless, occupancy limits of the various theatre spaces are to be respected.
- All TAG Volunteers are expected to exercise good judgment, and keep each other safe.
- An escalation process shall be established, for use in the event that TAG Volunteers have concerns that they cannot resolve themselves.

MASK USE – VISITORS & CONTRACTORS

- All visitors, contractors or vendors shall wear a non-medical mask:
 - in the TAG building
 - outside the TAG building when physical distancing cannot be consistently maintained.
- The TAG Volunteer responsible for arranging the service/visit shall also wear a mask while accompanying, and shall be responsible for ensuring mask use by the visitor/contractor.

COMMUNICATING THIS PLAN

- Surveys of TAG membership and patrons are already underway to assess desire and readiness to attend live entertainment. Results of these surveys shall inform further communication planning.
- A detailed communication plan shall be developed and implemented, to ensure awareness of this plan and knowledge and ability to execute it.
- Key elements of the communication plan include, but are not limited to the following. This communication plan shall be developed with the Publicity Chair and others as appropriate.

| TARGET | PURPOSE OF COMMUNICATION | KEY MESSAGES | TIMING | FORMAT/MEDIA |
|---|--|--------------|--------|--------------|
| TAG BOARD | Review and adoption of plan; modeling of behaviours | | | |
| NS Theatre Community | Share hazard assessment and plan | | | |
| TAG Members | Build awareness of planning for re-entry - general | | | |
| TAG Volunteer Members | Build awareness of planning for re-entry - detail | | | |
| TAG Volunteer Members | Seek Feedback on Plan; build desire to return to theatre | | | |
| TAG Volunteer Members | Build knowledge and ability to operate safely | | | |
| TAG Neighbourhood, Patrons and Community | Build awareness of planning for re-entry | | | |

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| | | | | |
|--|---|--|--|--|
| Patrons and Community | Seek feedback on Plan; build desire to attend TAG events | | | |
| Patrons and Community | Build knowledge to attend in a safe and healthy manner | | | |
| Contractors & Suppliers | Build awareness of requirements to work safely on premises, including screening | | | |
| Production Teams | Build knowledge and ability to operate safely, including screening | | | |
| Patrons attending event/performance | Provide knowledge to reinforce safe and healthy attendance, including screening, digital tickets/print-at-home etc. | | | |
| Patron Feedback following event/performance | Determine how we are doing | | | |
| Other items | | | | |

APPENDIX A – HAZARD ASSESSMENT

In addition to the controls indicated below, the following basic requirements apply:

- All patrons must wear masks within the theatre (public health directive)
- All TAG volunteers entering premises should maintain a minimum 2m physical distance; if this cannot, be maintained, masks are required.
- Hands should be washed thoroughly and frequently with soap and water, or hand sanitizer
- Good respiratory etiquette is expected.

Hazard Assessment: Hazards that may contribute to transmission of novel Coronavirus - "Break the Chain of Infection"

| Risk Assessment Last Updated: 21-Aug-20 | | Hazard description and TAG-Specific Notes | | Hazard Controls | | | |
|---|--|---|---|--|---|---|---|
| Hazard Group | Hazard Category | Hazard | | Elimination or Engineering Control(s) | Administrative Control(s) - Procedures, responsibilities, signage | Potential Personal Protective Equipment | |
| SYMPTOMATIC PERSONS | 1.0 Arrival of Symptomatic Person at Theatre | 1.1 | TAG Volunteer arrives at Theatre for meeting, rehearsal or performance, displaying symptoms | Potential person-to-person transmission, potential contamination of surfaces | | - Proactive, recurring guidance to TAG volunteers to avoid coming to TAG if feeling ill; routinely conveyed in production/meeting-related communications - Producer/Director or meeting leader or FOH Manager: Provide guidance for person to return home, recommend person do 811 screening - Post signage at all theatre entrances (front, stage, rear) re: symptoms/TAG policy | Requirement for masks to be worn while moving around theatre, and 2m social distancing while seated |
| | | 1.2 | TAG Patron arrives at Theatre or event displaying symptoms | Potential person-to-person transmission, contamination of surfaces | | - Proactive communication of guidance to stay home if feeling ill - As per 1.1, post signage at front entrance re: symptoms/policy - 2m physical distance marks at theatre entrance for patrons - Communication of mask and physical distance requirements by FOH Manager and/or Volunteers - Contact tracing protocol (to know who is on premises regardless of symptoms) | Mask required at all times |
| | | 1.3 | Vendor, supplier or contractor arrives at Theatre or event displaying symptoms | Potential person-to-person transmission, contamination of surfaces | | - Proactive communication of guidance to stay home if feeling ill - As per 1.1, post signage at front entrance re: symptoms/policy - Communication of mask and physical distance requirements by TAG Volunteer supervising vendor/supplier/contractor - Visitor sign in protocol (to know who is on premises regardless of symptoms) | Mask required at all times |
| | 2.0 Person Develops new/worsening symptoms at Theatre or TAG event | 2.1 | TAG Volunteer develops symptoms while at theatre or event(meeting, rehearsal, production, other) | Potential person-to-person transmission, potential contamination of surfaces with virus; <i>All areas used by individual</i> | Designation of Isolation room or isolation area? | - In addition to 1.1, Provide guidance to return home as soon as possible and access 811 screening - If the person does not have an available ride immediately, isolate within the theatre in a designated room; -Thoroughly clean and disinfect areas potentially accessed by person -Record incident in log | Requirement for Mask use; Theatre should maintain a sufficient supply for such use |
| | | 2.2 | TAG Patron, vendor, supplier or contractor develops symptoms while at Theatre or Event | Potential person-to-person transmission, potential contamination of surfaces with virus; <i>All areas accessed by visitor</i> | Designation of Isolation room or isolation area? | - In addition to 1.2 and 1.3, provide guidance to return home as soon as possible and access 811 screening - If the person does not have an available ride immediately, isolate within the theatre in a designated room; -Thoroughly clean and disinfect areas potentially accessed by person - Record incident in log | Mask required at all times |
| | 3.0 TAG Parking lot and grounds | 3.1 | Parking - Close proximity to others in parking lot | Potential person-to-person transmission <i>Very short time in close proximity outdoors</i> | | - Mark "Mask on" area near entrance - In advance, communicate alternative nearby parking options to ease congestion - Post signage to encourage 2m physical distance in the parking lot | Suggested use of Mask |
| 3.2 | | Smoking in Parking Lot - Close proximity to others | Potential person-to-person transmission <i>Brief time, potentially in close proximity to others, depending on location of smoking area; outdoors</i> | Smoking not allowed on any theatre property | -Post signage - No Smoking on premises including parking lot | | |
| 3.3 | | Parking Lot Event - Close proximity to others | Potential person-to-person transmission | | - Arrange Patron admission, flow and seating to ensure/promote physical distancing - Possibly arrange seating to accommodate bubbles up to 10 persons - Mark boundaries on parking lot surface, etc. | Masks required for patrons at all times | |
| 3.4 | | Parking Lot - Line up for admission to theatre for production - close proximity to others | Potential person-to-person transmission | Direct traffic with cording as necessary | -Mark "Mask on" area near entrance; perhaps mark an arc around entry door - Indicate "Line starts here" to right of entry door - Place markings on parking lot surface to indicate patron bubbles along long side of theatre - Provide wrist bands of different colours to indicate specific bubbles? (Could be inexpensive lycra bands, for example) | Masks required for patrons at all times | |

| Risk Assessment Last Updated: 21-Aug-20 | | | | Hazard Controls | | | |
|---|----------------------------|----------------|--|--|---|--|--|
| Hazard Group | Hazard Category | Hazard | Hazard description and TAG-Specific Notes | Elimination or Engineering Control(s) | Administrative Control(s) - Proceures, responsibilities, signage | Potential Personal Protective Equipment | |
| Parking, Entry and Front of House | 4.0 TAG Lobby and Bar Area | 4.1 | Close proximity between TAG Volunteers in Lobby Between Productions/Lobby Meetings | Potential person-to-person transmission <i>Short to extended time in close proximity;</i> | Remove extra chairs beyond occupancy limit; remove extra stuff that may contribute to crowding | - Occupancy limit 9-10 persons maximum - Post signage indicating occupancy limit; - "Owner" of meeting is responsible for monitoring to ensure limit and requirements are observed | Require Mask to Be worn while volunteers are moving around; once seated at 2m+ distance, mask can be removed |
| | | 4.2 | Close proximity During Production Run - TAG Patrons and FOH Volunteers | Potential person-to-person transmission <i>Moderate time in close proximity;</i> | Remove all but 2 or 3 chairs from Lobby (leave for older patrons or those who have mobility issues; remove any items contributing to crowding; Direct traffic flow with cording | - Procedure to open house and open door at same time, to ensure no lingering or loitering in lobby - "Entry time 7:40?" - will have to experiment with timing to get bubbles seated efficiently, but not have people waiting too long - Markings to indicate traffic direction - If Patrons need to use washroom, use physically distanced queue (see 4.4) | Require Mask to be worn in Lobby by Patrons |
| | | 4.3 | Close proximity To TAG Volunteer Behind Bar | Potential person-to-person transmission <i>Extended time in close proximity; many people</i> | Suspend Plexiglass or plastic sheet over bar (between Patron and Volunteer) - Consider whether bar should be opened for particular show | - Occupancy limit 1 person behind bar - Consider beverage/snack delivery to patron queue outside theatre - Potentially include beverage/snack in price of ticket (or provide option) | Require Mask to be worn by FOH Volunteers during while patrons are present |
| | | 4.4 | Close proximity while waiting for washroom - During Production Run | Potential person-to-person transmission <i>Short time in close proximity;</i> | Direct traffic flow for washroom line-up using cording | Markings on carpet indicating distancing and traffic direction - Signage indicating washroom queue | Require Mask to be worn in Lobby by Patrons |
| | | 4.5 | Contact with surfaces outside of and in FOH Washrooms | | | | |
| | | 4.6 | Contact with surfaces in Lobby and Bar area - Between Productions | Potential transmission/contamination of surfaces <i>Brief contact with surfaces used by many others; e.g., Lobby and lower level hallways</i> | Remove excess items on ledges and bar to allow for easy sanitization | - Scheduled cleaning (twice daily) by designated Volunteers between productions - "If you touch it, wipe it" policy for all volunteers; - Accessible supply of wipes on bar | |
| | | 4.7 | Contact with surfaces in Lobby and Bar area - During Production Run | Potential transmission/contamination of surfaces <i>Brief contact with surfaces used by many others; e.g., counters, bar surface</i> | Don't allow lingering in lobby for drinks and before Production; remove excess items on ledges and bar to allow for easy sanitization | - Scheduled cleaning by designated FOH persons during Production Run; sign-off that cleaning has been done on posted checklist | TAG FOH wear disposable gloves |
| | | 4.8 | Contact with money/tickets during Production Run | Potential transmission/contamination of surfaces | Reduce number of cash exchanges; reduce physical ticket pickup; don't handle and tear tickets; don't hand out programs | - Encourage Online purchas - Encourage print-at-home tickets if that is an option - Ask patrons show tickets or show phone screen only - Provide option to download program in advance - Have poster size version of the program on display outside - Accept digital payment (SQUARE etc.) for Bar snacks and beverages, ticket walkups | TAG FOH wear disposable gloves |
| | | 4.9 | Contact with beverage/snacks for Patrons | Potential transmission/contamination of surfaces <i>Brief contact with surfaces</i> | - No self-serve snacks at bar; keep everything behind the bar - Consider not selling open-pour beverages if patrons are concerned | Routinely disinfect shelving & packaging - Depending on performance type and season, consider offering snack and beverage service to patrons lined up outside - Cordon off line up area outside theatre to extend liquor license to that area - Consider use of cans or bottles only | TAG FOH wear disposable gloves when stocking supplies, and when working FOH |
| | | 4.10 | Close Proximity of Patrons to TAG Performers following show | Potential person-to-person transmission <i>Brief contact time but many potential contacts</i> | No mingling of TAG performers with Patrons in lobby after the show: | - Move patrons directly outside following show | Wear mask during mingling |
| | | 4.11 | Handling Garbage and Recycling | Potential transmission/contamination of surfaces | | - Wipe down garbage and recycling can surfaces when scheduled lobby cleaning is performed | TAG FOH wear disposable gloves |
| | | 5.0 TAG Office | 5.1 | Close proximity between TAG Volunteers | Potential person-to-person transmission | Remove unnecessary equipment or supplies that contributes to crowding in office - 2 person Occupancy limit - Post Signage indicating occupancy limit to reinforce distancing - "if you touch it, wipe it" policy. - Institute a "neat desk" policy | Wear mask if 2 persons in office cannot maintain physical distancing |
| | | 5.2 | Direct contact with copier, surfaces | Potential transmission/contamination of surfaces | - If you touch it, wipe it policy; | | |

| Risk Assessment Last Updated: 21-Aug-20 | | | | | Hazard Controls | | |
|---|-------------------------------------|--------|--|---|--|---|---|
| Hazard Group | Hazard Category | Hazard | Hazard description and TAG-Specific Notes | Elimination or Engineering Control(s) | Administrative Control(s) - Procedures, responsibilities, signage | Potential Personal Protective Equipment | |
| | 6.0 TAG Washrooms at Front of House | 6.1 | Close proximity of Patrons while entering, exiting washroom area(During Production Runs) | Potential person-to-person transmission <i>Brief time in very close proximity when passing</i> | Cordon off washroom queue | <ul style="list-style-type: none"> Markings on carpet (wall on left side of lobby) indicating where people should wait; - Signage indicating washroom queue - Queuing allowed for washroom use but not loitering | Require Mask to be worn in Lobby by Patrons |
| | | 6.2 | Direct contact with door handles, taps and surfaces - During Production | Potential contamination/transmission from surface, used by many people | Provide touchless papertowel dispenser; provide touchless soap dispenser | <ul style="list-style-type: none"> - Scheduled washroom cleaning and responsibilities during production run (before, during performance and after) - Post sign-off sheet for washroom cleaning - Monitor to ensure sign-off occurs - Monitoring during production to ensure plentiful soap and paper towels, and that washrooms are clean and tidy - Post signage to wash hands for 20-30 seconds (could include song suggestions...) | TAG FOH wear nitrile gloves for cleaning |
| | | 6.3 | Direct contact with door handles, taps and surfaces - between productions | Potential contamination/transmission from surfaces | | -Scheduled cleaning and assigned responsibilities - Twice daily? (Does not need to rest solely with FOH Manager) | |
| | 7.0 FOH Kitchen and Laundry | 7.1 | Direct contact with dishes, utensils that may be used by others | Potential transmission/contamination of surfaces | Remove any cloth dishtowels | <ul style="list-style-type: none"> Continued requirement to thoroughly wash the dishes you use AND put them away (not building up in dishrack) - Disinfecting wipes - Hand soap and paper towel | |
| | | 7.2 | Close proximity to others in kitchen | Potential person-to-person transmission | | <ul style="list-style-type: none"> - 1 person Occupancy limit - Post signage indicating occupancy limit | Wear mask in Kitchen |
| SEATING | 8.0 TAG Patron Seating | 8.1 | Close Proximity during arrival of TAG Patrons (from Lobby into Theatre); during seating | Potential person-to-person transmission | | <ul style="list-style-type: none"> - Plan seating for each performance based on group sizes - "If you book as a bubble, you can be seated as a bubble" - Patron bubbles are seated physically distanced. - MASK REQUIRED signage - Control Flow of Patrons toward seating by TAG volunteers escorting specific Patron bubble toward their seats; - <i>Will need to rehearse to figure out best way of seating groups to avoid contact.</i> | Require patrons to wear mask |
| | | 8.2 | Close Proximity during performance | Potential person-to-person transmission | Rope off rows that are not to be used during performance (every second row); - Ceiling ventilation fans on at all times during performance - Consider length of performances and patron comfort | <ul style="list-style-type: none"> - Theatre seating is limited to 45 (at this time) - Signage indicating interim limit - Initially Limit ticket sales to 30? by reserving 15?; then remove reserves and release seats as reservations are made and we figure out how many others can be accommodated - See photos (Jamie's) for seating limits by row (- strictly enforce occupancy limit - simplify method by which tickets may be purchased to avoid errors; - - Flag specific bubbles in seating; or provide seating plan to volunteers in advance - All seats general admission | Require patrons to wear mask |
| | | 8.3 | Close Proximity when Patrons exit to Lobby | Potential person-to-person transmission | | <ul style="list-style-type: none"> - Control Flow of Patrons seating - escorted by volunteers? - Exit based on row; rear rows and House left directed through lobby; house right from use right exit (past laundry?) | Require patrons to wear mask |
| | | 8.4 | Contact with surfaces in seating area - during and between productions | Potential contamination/transmission from surfaces | | <ul style="list-style-type: none"> - Hard surface cleaning (chair rails, hand rails, door handles) before performance (2 hours?), immediately after? - "Mist?" cleaning of upholstery - schedule - Hand sanitizer dispensers in theatre (#) for patron and volunteer use | TAG volunteer wear disposable gloves |
| | | 8.5 | Close Proximity of Patrons to Performers on Stage | Potential person-to-person transmission | -Remove selected temporary seats from row A near inner aisle; retain # of accessibility seats required, on outside aisles - For selected productions that need more space, consider removing all of row A seating | <ul style="list-style-type: none"> - Mark on stage floor the spatial limit for the particular performance (12' minimum from front of chairs in first row of seating - If appropriate/feasible, install pullout cord barrier to reinforce performance area (similar to line used to keep audience offstage) - Keep casts/# of performers small; keep entries and exits simple | Require patrons to wear mask |
| | | 8.6 | Patrons with accessibility issues seated in Front Row | Potential person-to-person transmission | See 8.5 | Ensure accessibility information is collected at time of ticketing; incorporate accessibility needs into seating plan for performance | Require patrons to wear mask |

| Risk Assessment Last Updated: 21-Aug-20 | | Hazard description and TAG-Specific Notes | | Hazard Controls | | | |
|---|---|---|---|--|--|---|--|
| Hazard Group | Hazard Category | Hazard | | Elimination or Engineering Control(s) | Administrative Control(s) - Proceures, responsibilities, signage | Potential Personal Protective Equipment | |
| | 8.0 TAG Patron Seating Cont'd | 8.7 | Presence of Patrons with underlying health conditions that make them susceptible to adverse effects of COVID 19 | Potential person-to-person transmission | | Require patrons to wear mask | |
| | | 8.8 | Emergency Conditions - Close proximity while Patrons Exiting the Theatre | Exiting to safety should take priority | | - Use Emergency exits as normal - In "intro" - make it clear that under emergency conditions, people should exit calmly through nearest exit and not worry about physical distancing | Require patrons to wear mask |
| | | 8.9 | Cheering during and at end of performance | Potential person-to-person transmission | | Distance should be sufficient; Encourage loud applause | |
| STAGE AND BACKSTAGE | 10.0 Stage | 10.1 | Close proximity of TAG Performers to each other (Rehearsals and Performances) | Potential person-to-person transmission | Limit number of performers in productions | mark zone where performers can move and still be safely distanced; orchestrate where performers will be both backstage and onstage, entries and exits - Director/SM to reinforce physical distancing requirements | Mask on while not actively performing |
| | | 10.2 | Close proximity and Voice Projection of TAG Performers; exposure of Production team, exposure of Patrons | Potential person-to-person transmission | | Limit zone where performers can move toward audience; mark zone; use string barrier or other signal to reinforce | |
| | | 10.3 | Voice Projection of TAG Singers, exposure of Production Team, exposure of Patrons | Potential person-to-person transmission | Consider microphone use | Limit zone where singers can move toward audience; mark zone; use string barrier or other signal to reinforce | |
| | | 10.4 | Close Proximity during Set Construction | Potential person-to-person transmission | | | Mask required |
| | | 10.5 | Close Proximity during Set Painting | Potential person-to-person transmission | | | Mask required |
| | | 10.6 | Close Proximity during Set Dressing | Potential person-to-person transmission | Keep set/lighting/paint simple/consistent between productions, where feasible; hang black curtains over existing set | | Mask required |
| | | 10.7 | Close Proximity during light hang | Potential person-to-person transmission | | | Mask required |
| | | 10.8 | Close Proximity during curtain hang | Potential person-to-person transmission | | | Mask required |
| | | 10.9 | Close Proximity during set takedown | Potential person-to-person transmission | | | Mask required |
| | | 10.10 | Contact with surfaces backstage/onstage | Potential contamination/transmission from surfaces | | Scheduled cleaning, designation of responsibilities based on production - If you touch it, wipe it | |
| | 11.0 Backstage and Dressing Rooms (During Production) | 11.1 | Close proximity to SM or ASM in Stage Management Area | Potential person-to-person transmission | | - Mark off ASM zone on floor - post signage indicating ASM zone - Mark physical distance marks for performers to wait offstage; production-dependent - Rehearse where performers should be backstage, to ensure distancing | Mask on when not actively performing, dressing or applying make-up |
| | | 11.2 | Close proximity in Dressing Rooms, dressing, makeup, waiting | Potential person-to-person transmission | | - Dressing room Occupancy - 3 maximum; post signage - Green room Occupancy - 2 maximum; post signage - Make-up should be personal; do not share between/amongst performers | Mask on when not actively performing, dressing or applying make-up |
| | | 11.3 | Washroom in Dressing Room | Potential contamination/transmission from surfaces | | - Scheduled cleaning, designation of responsibility based on production | |
| | | 11.4 | Handling of Costumes/Props | Potential contamination/transmission from surfaces | | - if you touch it, wipe it (props) | Wear Disposable gloves if practical |

| Risk Assessment Last Updated: 21-Aug-20 | | | | Hazard Controls | | | |
|---|--------------------------------------|--------|---|---|--|--|--|
| Hazard Group | Hazard Category | Hazard | Hazard description and TAG-Specific Notes | Elimination or Engineering Control(s) | Administrative Control(s) - Proceures, responsibilities, signage | Potential Personal Protective Equipment | |
| STAGE AND BACKSTAGE | 12.0 Workshop and Paint Storage/Sink | 11.5 | Contact with surfaces backstage | Potential contamination/transmission from surfaces | | - If you touch it, wipe it policy - Hand sanitizer and wipes easily accessible in each zone (Green room, Dressing room, Costume area, laundry area, stage door - Post signage re: wipe it, use sanitizer frequently, do not remove etc. | |
| | | 12.1 | Close proximity while using Benches and Workshop | Potential person-to-person transmission | | 2 person Occupancy limit in construction area; post signage | Mask on if others present |
| | | 12.2 | Close proximity while using paint storage area/sink | Potential person-to-person transmission | | 1 person Occupancy limit in painting area, post signage | Mask on if others present |
| | 13.0 Costume and Prop Storage | 12.3 | Direct contact with tools, equipment, surfaces | Potential contamination/transmission from surfaces | | If you touch it, wipe it policy - Hand sanitizer and wipes in construction area; good supply of soap and paper towels in painting area | Disposable gloves available |
| | | 13.1 | Close proximity in aisle along Costume and prop storage | Potential person-to-person transmission <i>Generally there is a lot of space</i> | | Post signage to reinforce 2m distancing | Wear mask if physical distance cannot be maintained |
| | | 13.2 | Direct contact with items, surfaces | Potential contamination/transmission from surfaces | | If you touch it, wipe it policy | Make Disposable gloves available |
| STAIRWELLS AND 2ND FLOOR | 14.0 TAG Stairwells | 14.1 | Stairwell to rehearsal hall (next to washrooms) | Potential person-to-person transmission <i>Short time in very close proximity; face to face if going in opposite directions;</i> | | Signage to encourage distancing; directional signage DOWN | Mask |
| | | 14.2 | Stairwell to Booth/Tech Storage and Rehearsal Hall | Potential person-to-person transmission <i>Short time in very close proximity; face to face if going in opposite directions;</i> | | Signage to encourage distancing; directional signage UP (these stairs are steeper) | Mask |
| | | 14.3 | Direct contact with handrails in stairwells; direct contact with doors and door handles | Potential transmission/contamination of surfaces <i>Brief contact with surfaces used by many others</i> | | - Responsibility for cleaning/disinfecting of doors, door handles assigned - Supply of wipe/supplies readily available; supply of hand sanitizer available - "if you touch it, wipe it" policy - Hand sanitizer and wipes at top of stairs near booth; and at top of stairs in rehearsal hall | |
| | 15.0 Booth | 15.1 | Close proximity during rehearsals and production | Potential person-to-person transmission <i>May be extended period of time in same space</i> | Enhance ventilation in booth with temporary or exhaust fan (pointed outward from room); keep door open, and door to rehearsal hall open to improve circulation; install plexiglass (hanging or desktop) between the three stations | -Occupancy limit 3 persons (some shows only need 2 in booth) | Mask except for SM |
| | | 15.2 | Direct contact with surfaces in and around booth | Potential contamination/transmission from surfaces | | - If you touch it, wipe it - Personally assigned headsets, labelled, for duration of production - see also 14.3 | |
| | 16.0 Tech Room | 16.1 | Close proximity in tech room | Potential person-to-person transmission | | - Occupancy limit 2 persons - signage posted | Mask if physical distance cannot be maintained |
| | | 16.2 | Direct contact with surfaces in tech room | Potential contamination/transmission from surfaces | | - If you touch it wipe it - see also 14.3 | |
| | 17.0 Rehearsal Hall | 17.1 | Close proximity during meetings and rehearsals | Potential person-to-person transmission | No external guests (TAG volunteers/performers only) Remove unnecessary equipment, props, and chairs | - 12 person max occupancy limit to ensure distancing - When rehearsing, consider using window-side as stage - Consider performance "bubbles" | Masks if physical distance cannot be maintained (rehearsals) |
| | | 17.2 | Direct contact with surfaces | Potential contamination/transmission from surfaces | | See 14.3 | |
| | | 17.3 | Washroom - Direct contact with surfaces | Potential contamination/transmission from surfaces | | - Part of regular cleaing schedule; maintain good supply of handsoap and paper towels | |

APPENDIX B – CONTACT TRACING SHEET TEMPLATES

TAG PATRON CONTACT TRACING SHEET

| | | | |
|---|----------------------|------------------------|-------------|
| Personal information collected shall be used <u>only</u> for contact tracing if required by Public Health authorities. Contact tracing sheets shall be retained for 28 days following the sign-in date, and then shredded. | | | |
| EVENT/PERFORMANCE | | | |
| EVENT/PERF DATE | | | |
| START AND FINISH TIMES | | | |
| RECORDED BY | | | |
| FIRST AND LAST NAME | CURRENT PHONE | NUMBER IN GROUP | NOTE |
| | | | |
| | | | |
| | | | |

TAG VOLUNTEER AND VISITOR CONTACT TRACING SHEET

| | | | | | |
|---|----------------------|-------------|----------------|-----------------|-------------|
| Personal information collected shall be used <u>only</u> for contact tracing if required by Public Health authorities. Contact tracing sheets shall be retained for 28 days following the sign-in date, and then shredded. | | | | | |
| FIRST AND LAST NAME | CURRENT PHONE | DATE | TIME IN | TIME OUT | NOTE |
| | | | | | |
| | | | | | |
| | | | | | |

APPENDIX C – EXAMPLE ROW SEATING CONFIGURATIONS

| HOUSE RIGHT – INDIVIDUAL ROW SEATING CONFIGURATION OPTIONS (6 seats in each row) | | | | | | |
|--|---|---|---|---|---|---|
| | | | | | x | 2 singles |
| <i>Leave 1 row</i> | | | | | | |
| X | x | | | | x | 1 single 1 double |
| <i>Leave 1 row</i> | | | | | | |
| | | | x | x | x | 1 Bubble of 3 |
| <i>Leave 1 row</i> | | | | | | |
| | | x | x | x | x | 1 Bubble of 4 |
| <i>Leave 1 row</i> | | | | | | |
| | x | x | x | x | x | 1 Bubble of 5 |
| <i>Leave 1 row</i> | | | | | | |
| x | x | x | x | x | x | 1 Bubble of 6 |
| <i>Leave 1 row</i> | | | | | | |
| | | | | | | Patrons in Bubbles of 4 to 10 can also be seated in adjacent rows |
| | | | | | | |

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| HOUSE LEFT - INDIVIDUAL ROW SEATING CONFIGURATION OPTIONS (4 seats in each row) | | | | |
|--|---|---|--|---------------|
| X | | | | 1 single |
| <i>Leave 1 row</i> | | | | |
| X | X | | | 1 double |
| <i>Leave 1 row</i> | | | | |
| X | x | x | | 1 Bubble of 3 |
| <i>Leave 1 row</i> | | | | |
| x | x | x | X | 1 Bubble of 4 |
| | | | Bubbles of 5 thru 8 can also be seated in adjacent rows | |

APPENDIX D - SUMMARY OF OCCUPANCY, SUPPLIES & SIGNAGE REQUIRED

| TAG LOCATION | SANITIZING WIPES | HAND SANITIZER | SOAP & PAPER TOWELS | MAX OCCUPANCY (When 6ft Physical distancing is in effect) | PRINTED SIGNAGE AND OTHER |
|------------------------|-------------------------|--|---|--|---|
| PARKING LOT | | 1 – At front of Queue | | | <ul style="list-style-type: none"> • LINE UP HERE • MASKS ON • SCREENING CRITERIA (posted on exterior of theatre) |
| FOH - LOBBY | 1 – On ledge | 2 – On ledges | | 10 Persons for meetings | <ul style="list-style-type: none"> • CURRENT THEATRE OCCUPANCY – 45 • Lobby – Max 10 persons for meetings • WASHROOM QUEUE STARTS HERE • BAR/TICKET QUEUE STARTS HERE • MASKS TO BE WORN AT ALL TIMES • SCREENING CRITERIA (posted near contact tracing sign-in) • **TAG Volunteer and Visitor Contact Tracing Sign In/Out |
| FOH - BAR | 1 – On bar | 1 – On bar | | 1 Person behind bar | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT! |
| FOH - WASHROOMS | 3 – 1 in each washroom | 1 – automatic dispenser in common area between bathrooms | 3 – ideally battery-operated dispensers; sufficient supply of soap and paper towels | | <ul style="list-style-type: none"> • WASH hands” |
| OFFICE | 1 – On desk | 1 – On desk | | 2 persons | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT! • Max 2 persons |

| TAG LOCATION | SANITIZING WIPES | HAND SANITIZER | SOAP & PAPER TOWELS | MAX OCCUPANCY (When 6ft Physical distancing is in effect) | PRINTED SIGNAGE AND OTHER |
|---|--------------------------------------|--|---|--|---|
| KITCHEN & LAUNDRY | 1 – On counter | | 1 – handsoap dispenser and paper towels | 1 person | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT! • Max 1 person |
| THEATRE SEATING | | 4 – Wall mounted, on each outer aisle (near front and rear rows) | | 45 patrons | <ul style="list-style-type: none"> • Max 45 Patrons • MASKS TO BE WORN AT ALL TIMES |
| BOH – ASM AREA | 1 – On/Near ASM Desk | 1 – On/Near ASM Desk | | 1 person | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT! • Max 1 person |
| BOH - BACKSTAGE | | 1 – Wall-mounted, near flat storage | | | <ul style="list-style-type: none"> • 2 x MASKS ON IF NOT PERFORMING |
| BOH – CONSTRUCTION SHOP & PAINT AREA | 1 – On ledge behind door to ASM area | 1 – On ledge behind door to ASM Area | 1 – handsoap dispenser and paper towels in at Paint Counter | 2 persons (construction area) 1 person (paint area) | <ul style="list-style-type: none"> • MASKS ON IF NOT 2m APART • Max 2 persons • Max 1 person |
| BOH – GREEN ROOM | 1 – On vanity | 1 – On vanity | | 2 persons | <ul style="list-style-type: none"> • MASKS ON IF NOT ACTIVELY DRESSING OR DOING MAKEUP • TOUCHED IT? WIPE IT? • Max 2 Persons (Green Room) |

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| TAG LOCATION | SANITIZING WIPES | HAND SANITIZER | SOAP & PAPER TOWELS | MAX OCCUPANCY (When 6ft Physical distancing is in effect) | PRINTED SIGNAGE AND OTHER |
|--------------------------------------|---|---|--------------------------------|--|---|
| BOH - DRESSING ROOM | 1 - On vanities/counter | 2 - on vanity counters | | 3 persons | <ul style="list-style-type: none"> • MASKS ON IF NOT ACTIVELY DRESSING OR DOING MAKEUP • TOUCHED IT? WIPE IT? • Max 3 persons (Dressing Room) |
| BOH - LAUNDRY/SIDE EXIT | 2 Location? | 2 - wall-mounted near exit | | | <ul style="list-style-type: none"> • EXIT THIS WAY TO PARKING LOT |
| BOH - COSTUME & PROP AREA | 1 - at table | 1 - wall-mounted near table | | | <ul style="list-style-type: none"> • MASKS ON IF NOT 2m APART • TOUCHED IT? WIPE IT! |
| BOH - STAGE DOOR | 1 - stage door entrance | 1 - wall-mounted? Near entrance | | | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT • MASKS ON IF NOT 2m APART • SIGN IN |
| BOH - STAIRWAY TO BOOTH | 1 -at top of stair, near entrance to Tech Room and Rehearsal hall | 1 - wall-mounted at top of stair, near entrance to Tech Room and Rehearsal hall | | | <ul style="list-style-type: none"> • THIS STAIR UP ONLY + arrow |
| BOH - BOOTH | 1 - accessible to all 3 stations | 3 - one at each station | | 3 persons | <ul style="list-style-type: none"> • Max 3 persons • MASKS ON UNLESS ACTIVELY CALLING THE SHOW • KEEP DOOR OPEN AND FAN ON WHILE BOOTH IS OCCUPIED • TOUCHED IT? WIPE IT! |

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| TAG LOCATION | SANITIZING WIPES | HAND SANITIZER | SOAP & PAPER TOWELS | MAX OCCUPANCY (When 6ft Physical distancing is in effect) | PRINTED SIGNAGE AND OTHER |
|--|---|---|-------------------------------------|--|--|
| BOH – REHEARSAL HALL | 1 – counter at top of stairs from lobby | 1 – counter at top of stairs from lobby | | 12 persons (when no excess furniture/props are stored; otherwise 9 | <ul style="list-style-type: none"> • MASKS ON IF NOT 2m APART • Max 12 persons • TOUCHED IT? WIPE IT! |
| BOH – WASHROOM IN REHEARSAL HALL | | 1 – washroom counter | 1 – handsoap and paper towel supply | | <ul style="list-style-type: none"> • TOUCHED IT? WIPE IT! |
| BOH – STAIRS FROM LOBBY TO REHEARSAL HALL | | | | | <ul style="list-style-type: none"> • THIS STAIR DOWN ONLY + Arrow |

